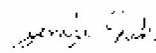


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER PR-R2-14-00466		PAGE OF 1 7						
2. CONTRACT NO. EP-W-11-011			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER 0046		5. SOLICITATION NUMBER					
							6. SOLICITATION ISSUE DATE					
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Jennifer Kuhn				b. TELEPHONE NUMBER (No collect calls) 202-564-0844		8. OFFER DUE DATE/LOCAL TIME				
9. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			CODE HPOD		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) </div> <div> NAICS: 541611 SIZE STANDARD: \$14.0 </div> </div>							
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING						
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP						
15. DELIVER TO Ted Cochlin USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. cochin.ted@epa.gov Washington DC 20460			CODE 1807T		16. ADMINISTERED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460							
17a. CONTRACTOR/ OFFEROR		CODE (b)(4)		FACILITY CODE		18a. PAYMENT WILL BE MADE BY RTP FMC						
						RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711						
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM								
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER												
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
0001		DUNS Number: (b)(4) TOPO: Ted Cochlin Max Expire Date: 02/27/2015 Period of Performance: 11/06/2014 to 02/27/2015 Technical assistance in conducting and delivering a workshop on scenario planning and hazard mitigation for planning and disaster recovery staff on Long Island in the wake of Superstorm Sandy in accordance with the attached statement of work and the contractor's approved work plan and cost estimate dated 21 October 2014. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>									72,314.28	
25. ACCOUNTING AND APPROPRIATION DATA See Schedule							26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$72,314.28					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA							<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.					<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. Proposal OFFER DATED 10/21/2014, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: 0001							
30a. SIGNATURE OF OFFEROR/CONTRACTOR					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <div style="text-align: center;">  ELECTRONIC SIGNATURE </div>							
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn			31c. DATE SIGNED 11/07/2014				

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Cost Ceiling: (b)(4) Fixed Fee Ceiling: (b)(4) Accounting Info: 14-15-BR-02M0X01-304LD9-2505-1402HE1235-002 BFY: 14 EFY: 15 Fund: BR Budget Org: 02M0X01 Program (PRC): 304LD9 Budget (BOC): 2505 DCN - Line ID: 1402HE1235-002 Funding Flag: Partial Funded: \$72,314.28 The obligated amount of award: \$72,314.28. The total for this award is shown in box 26.				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

Statement of Work

EP-W-11-009/ EP-W-11-010/ EP-W-11-011

RFO Number: 0046

I. **Title:** Scenario Planning and Smart Growth for Superstorm Sandy Recovery on Long Island

II. **Period of performance:**

From: Date of issuance

To: February 27, 2015

III. **Background**

On October 29, 2012, Hurricane Sandy made landfall in New York-New Jersey Region. The storm caused more than \$65 billion in damage. This Statement of Work (SOW) will provide contractor support to the Environmental Protection Agency (EPA) and its partners including Federal Emergency Management Agency (FEMA), the State of New York and local and regional agencies on Long Island. More specifically, FEMA and the EPA are seeking assistance in conducting and delivering a workshop on scenario planning and hazard mitigation for planning and disaster recovery staff on Long Island.

IV. **PURPOSE AND OBJECTIVE**

The main purpose of this SOW is to provide assistance to EPA and FEMA in conducting a five (5) - day public engagement workshop on Long Island, utilizing scenario planning software tools. The workshop will provide disaster recovery planning staff and other local officials on Long Island with the necessary technical and public engagement skills to incorporate scenario planning, smart growth and hazard mitigation into the recovery planning process.

Workshop participants will gain an in-depth understanding of planning tools relevant to challenges facing Long Island as they prepare and plan for potential future disasters. These tools include the CommunityViz scenario planning and FEMA's Hazus Multi-Hazard (Hazus-MH) Geographic Information Systems (GIS)-based software tools. It is expected that the materials developed and lessons learned from this workshop will be useful to other communities as they plan for future impacts related to extreme weather events, coastal flooding, storm surge, and related issues.

This workshop on Long Island will support EPA's continuing effort to develop and expand access to tools that communities can use to grow in a more resilient and sustainable manner. It will do so by training local recovery staff so they are able to build the capacity of local and regional agencies on Long Island to eventually utilize scenario planning and GIS tools to develop long range plans themselves, without additional EPA-funded contractor assistance. EPA expects this task order will create a cost-effective model for implementing this process.

V. **QUALITY ASSURANCE (QA) REQUIREMENTS**

Check [] Yes if the following is required or [x] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan

for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

VI. TASKS AND DELIVERABLES:

The TOPO will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TOPO's comments. Contractor shall provide the TOPO with copies of all deliverables as requested in the Task Order.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task One –Develop Training Materials

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall develop workshop materials that are based on the following:

- **Overview and decision tools** - for more information go to:
https://www.fhwa.dot.gov/planning/scenario_and_visualization/scenario_planning/index.cfm

<http://coast.noaa.gov/digitalcoast/stories/crist?redirect=301ocm>

https://www.fhwa.dot.gov/planning/processes/land_use/land_use_tools/page01.cfm
- **Importing models** - participants will learn how to bring in existing models and software applications such as HAZUS and also incorporate custom models.
- **Practice exercises** - from the Community Viz Manual:
<http://placeways.com/PDFs/4-1/TutorialsCV4-1forArcGIS10.pdf>
- **Sketch planning** - for example, see the following:
<http://placematters.org/case-studies/cape-cod.php>
- **Planning and implementing public workshops** - designed to elicit public preferences and help them visualize potential future development workshops, for examples, see the following:
<http://placematters.org/case-studies/new-river-valley-livability-initiative.php>

https://www.planning.org/store/product/?ProductCode=BOOK_A64934

The Contractor shall submit draft materials to EPA within two (2) weeks after the start of the task order. EPA will review materials and provide comments to the contractor. The Contractor shall address all EPA comments and provide a final electronic draft of training materials to EPA within one (1) week of receiving EPA comments. Materials shall be in Microsoft Word and PowerPoint format.

To facilitate discussion and understanding of EPA's needs, the contractor team shall participate in two (2), one (1)-hour calls, to be scheduled by EPA Region 2 staff, to discuss preparations for

the workshop. Materials, including a detailed agenda, outlines of modules, and three (3) pre workshop CommunityViz tutorial exercises (<http://placeways.com/downloads/CV4-2/TutorialsCV4-2forArcGIS10.pdf>), shall be sent out to attendees no later than two (2) weeks prior to the workshop.

Task Two – Delivery of Workshop

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall help deliver a five (5)-day workshop to be held at a facility provided by EPA. EPA, FEMA and other state and local partners will be responsible for scheduling and logistics. The Workshop shall take place approximately 4-5 weeks after task order is awarded. There shall be up to 30 people attending this workshop. Attendees will come from local communities on Long Island identified by the EPA, FEMA and local partner agencies. The contractor shall NOT be responsible for selecting attendees, securing the space or providing food.

Below is an example of a draft agenda:

Day	Content	Objective
Day One	Overview of tools/models used in recovery planning	An opening presentation for a mixed audience of workshop participants as well as federal and local agency staff and elected officials that includes an overview of the tools/models used in community and recovery planning, and a demonstration of tools commonly used for interactive stakeholder workshops.
Day Two	Decision Tools	Following a review of general concepts, staff begin session on Decision Support Tools including the CommunityViz scenario-planning software, FEMA's Hazus-MH) GIS-based software tool and EPA's EJ screening tool
Day Three	Importing models data, and outputs from other tools.	Building on previous analysis exercises, staff are introduced to techniques for incorporating additional disaster and equity-related data and analysis generated in tools such as FEMA's Hazus-MH) GIS-based software tool into the scenario planning analysis.
Day Four	Practice exercises / Q&A	Participants will be able to practice putting together the skills they've learned for their own project purposes, with staff available to provide assistance and support.
Day Five	Sketch Tools / Public Workshops	Following a review of material learned to date, GIS/Technical staff begin utilizing on sketch tools within CommunityViz as well as techniques for incorporating CommunityViz into stakeholder workshops.

Note that this outline is an expectation of what EPA is seeking for this work. Proposals shall follow this structure; however, improvements, modifications, or enhancements to this structure shall be described and justified in the proposal.

EPA will invite the prospective attendees and handle registration and check-in of attendees. The contractor shall be responsible for producing copies of workshop materials (referenced in Task One), as well as distributing these materials to attendees. While hard copies might be easy to reference and should be made available on site, the contractor shall also distribute electronic copies of the materials to attendees prior to the workshop.

Task Three – Summary Report (Contract Reference: II.C. Communication and outreach)

The contractor shall draft a three (3) page document using the information prepared in this task order and presentation materials used in the workshop. The document will describe the concepts and processes covered in the workshop and be of use to communities on Long Island and elsewhere, in learning about how scenario planning can be used to plan for future impacts of climate change and Sea-level rise.

The contractor shall submit draft the report within two (2) weeks of delivering the workshop. EPA will provide consolidated and streamlined comments on the draft report. The contractor shall respond to the all EPA comments and deliver a final draft of the summary report to the TOPO within seven (7) days of receiving comments.

The contractor shall provide the following specific deliverables to the EPA TOPO:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Resource materials and presentation including: a. Detailed agenda b. Three (3) practice exercises from CommunityViz training manual. http://placeways.com/downloads/CV4-2/TutorialsCV4-2forArcGIS10.pdf c. Outlines of modules	Microsoft word and PDF	Draft to EPA within two (2) weeks after the start of the task order. Final draft within one (1) week of receiving EPA comments.
	Distribution of materials to attendees	Electronically delivered to attendees	No later than two (2) weeks prior to workshop
	Conference calls with EPA	Two (2) one (1)-hour calls	TBD, scheduled by Region 2 EPA staff
2	Host and facilitate workshop	Five (5)-day training	Approximately 4-5 weeks after task order award

3	Summary Report	Three (3) page document. The contractor shall provide an electronic version in both MS Word and PDF format.	Draft within two (2) weeks after workshop. Final draft within seven (7) after receiving EPA comment.
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IV. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, Office 2007, single-spacing, 12 point font.
	Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachments
Preferred presentation format:	Power Point, Office 2007
Preferred portable format:	Adobe Acrobat

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1 CONTRACT ID CODE		PAGE OF PAGES 1 2	
2 AMENDMENT/MODIFICATION NO. 001		3 EFFECTIVE DATE 02.27.2015		4 REQUISITION/PURCHASE REQ NO PR-R2-14-00466		5 PROJECT NO. (If applicable)
6 ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7 ADMINISTERED BY (If other than Item 6)		CODE
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CH2M HILL INC. Attn: (b)(4) 9191 S JAMAICA STREET Englewood CO 80112				(x) 9A AMENDMENT OF SOLICITATION NO.		
				9B DATED (SEE ITEM 11)		
				X 10A MODIFICATION OF CONTRACT/ORDER NO EP-W-11-011 0046		
				10B DATED (SEE ITEM 13) 11/06/2014		
CODE	(b)(4)	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR Extension FAR 52.243-2 - Changes -- Cost Reimbursement (AUG 1987) Alternate I (APR 1984)
	D OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TCCOR: Ted Cochran Max Expire Date: 03/27/2015

The purpose of this modification is to extend the task order period of performance from February 27, 2015 to March 27, 2015 at no additional cost to the government. All other terms and conditions remain unchanged.

LIST OF CHANGES:

Period Of Performance End Date changed from 2015-02-27 to 2015-03-27

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

(b)(4)	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
(b)(4)	15C. DATE SIGNED 3/13/15	15B. UNITED STATES OF AMERICA <i>Jennifer Kuhn</i> (Signature of Contracting Officer)
	16C. DATE SIGNED 03.16.2015	ELECTRONIC SIGNATURE

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-011/0046/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

CH2M HILL INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Maximum Potential Expiration Date changed to : 03/27/2015</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 2015-02-27 to 2015-03-27</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 11/06/2014 to 03/27/2015</p>				